

Project Managers' Workgroup

MINUTES March 21, 2005

Attending: Sharon Hayes - EPMO
Jim McManus – Office of Sec of State
Tanya Luter - NCSHP
Jesus Lopez - EPMO
Teresa Shingleton - OSC
Bob Giannuzzi - EPMO
Shaw Erfani - EPMO
Barbara Bostian - DOR
Jim Tulenko - ITS
Alisa Cutler - EPMO
Mary Jo Gilliam - Agriculture
Dell Pinkston - DOA
Randy Moody – DENR
David Prince – DJJDP
John McShane – EPMO
Suzanne Taylor – ESC
Angela Taylor – DHHS
Travis Snipes – DHHS
Rob Hines – NCDPI

Welcome/Introductions: **Sharon Hayes** introduced Jim Tulenko who joined ITS as the portfolio manager for the Project Portfolio Management (PPM) tool.

Sharon asked for approval of previous month's minutes, which was approved.

Jesus Lopez gave a brief update on the PPM tool, as well as an overview for new members.

He also informed about the presentation, which was conducted by Sharon Hayes and UMT, giving an overview of the PM Tool, to the CIO Council.

Jesus Lopez informed members that there is now a webpage for the tool, linked from the state CIO webpage (<http://www.scio.state.nc.us/>). He encouraged members to take a look at the page. He also gave an update on the Early Adopter Program, which gives several agencies the opportunity to test the tool and give feedback and recommendations.

Jim Tulenko explained the four modules of the Project Portfolio tool (Portfolio Builder, Dashboard, Optimizer and Planner) and what each module would do. He also talked about the various tabs such as "Project Info", "Risk", etc and what

information would be collected in the tabs. He discussed the Wave 1 Early Adopter pilot for the tool, and informed members that their feedback was being looked at and will be utilized towards improving the tool.

Sharon Hayes mentioned that the EPMO team has the responsibility of workflow as well as project management methodology.

She asked that for next month's meeting attendees spend time on the workflow and information needed for each of the gates. She informed members that charts would be e-mailed.

There was general discussion regarding the initial issues with early adopters.

Bob Giannuzzi described our EPMO PM qualification process for each project submitted for SCIO approval. He also summarized how the federal government and the Commonwealth of Virginia select PM's. He circulated documentation of these processes and asked for feedback on suggested improvements for ours.

There was much discussion on accountability versus authority of the project manager.

Sharon Hayes advised that the EPMO website will be available soon. She promised to send prototype of the site to members and elicit feedback.

Dick McGee and **Shaw Erfani** will be available for training PM's on monthly status reporting, etc.

Sharon asked that members think of topics for training in order of priority and forward them to Bob.

She informed that the next agenda would contain Workflow for the PPM tool.